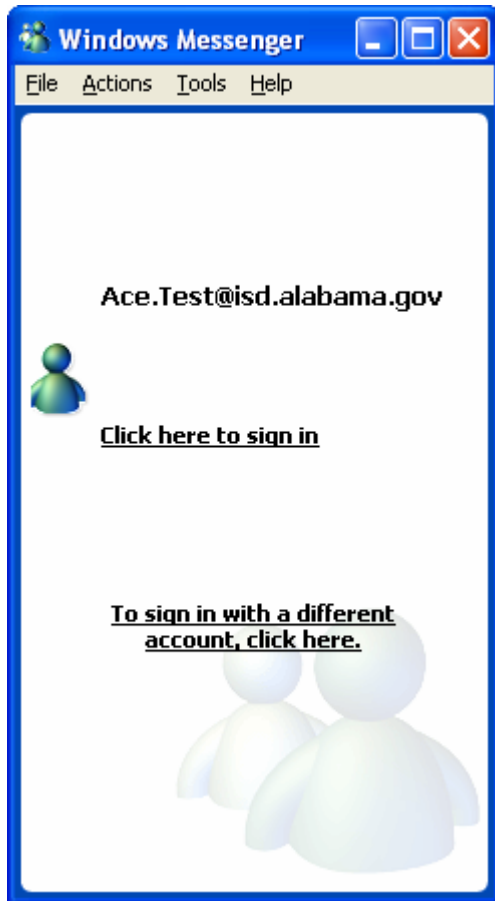# How to Configure Your State of Alabama Instant Messenger

06/24/2004

How to Configure Your State of Alabama Instant Messenger

1. Visit www.webmail.alabama.gov, and select the FAQ & Help link: http://www.webmail.alabama.gov/faq.aspx. Scroll down to "Instant Messaging" at the bottom of the page.

2. Click the "Download Windows Messenger 5.0" Link and Open attachment.

3. Follow the default online installation instructions.

4. Complete Installation.

5. Open Windows Messenger (Start, Programs, Windows messenger (depending on Operating System)).
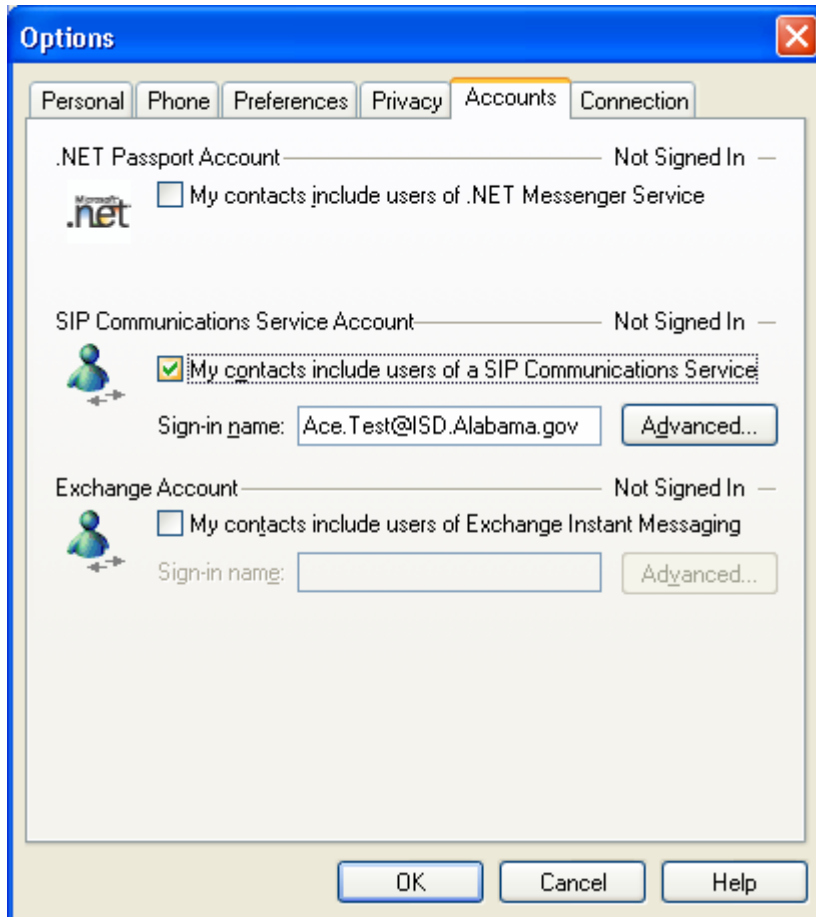
6. Select Tools, then Options. *NOTE* Do not select "Click Here to Sign in" yet.
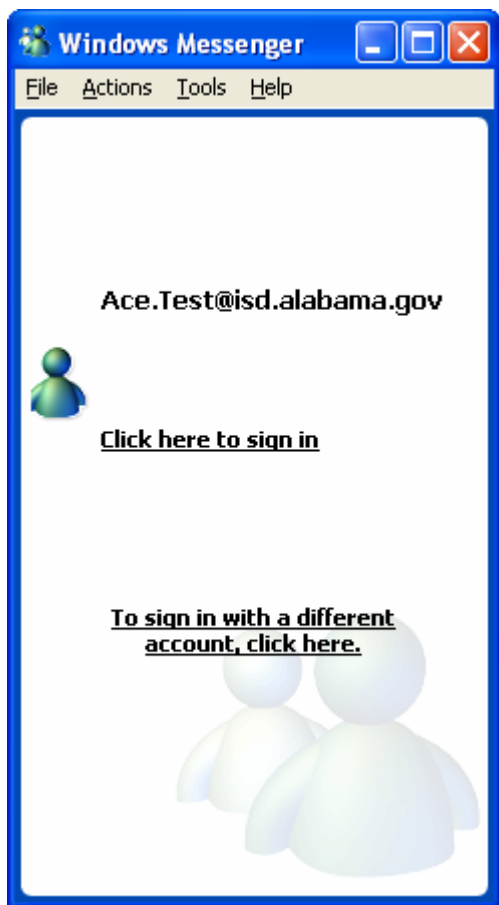
7. Select Accounts.

8. Check ONLY "My contacts include users of a SIP Communications Service." For your sign-in name, use your ACE Email Address, *firstname.lastname@agency*.Alabama.gov.

9. Click the Advanced button. The server name is im.webmail.Alabama.gov. Once your screen looks like the following screen, click OK.
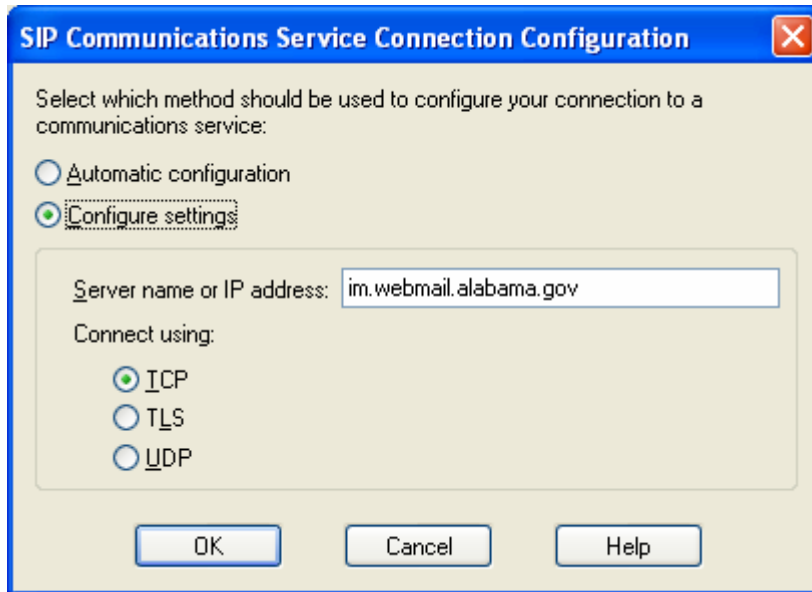
10. Click OK again. You should now be back at the sign in window.

11. Click "Click here to sign it."

12. Enter your appropriate user information using the format shown below.

Sign-in name: ACE Email Address (*Firstname.Lastname@agency*.alabama.gov)

User name: AL*Username*

Password: Same password you use for your Outlook and Webmail account

NOTE In many cases, but not always, your user name is everything before the "@" in your email address. Other agencies use their network logon ID as the user name. If you do not know your user name, enter your email address just as you entered it into the "Sign-in name" box.

Sign In to a SIP Communications Service

Enter your sign-in name, user name, and password to sign in to SIP
Communications Service.

Sign-in name: Ace.Test@isd.alabama.gov

Example: someone@example.com

User name: al\acetest

Examples: domain\username
someone@example.com

Password: ••••••••

☐ Save my password

[OK]   [Cancel]

13. Click OK. Begin by building your Contact List and setting your
preferences through Tools.